



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:
NASOCEANAINST 5300.3A
00C

31 MAR 1997

NAS OCEANA INSTRUCTION 5300.3A

Subj: HOTLINE PROGRAM

Ref: (a) SECNAVINST 5370.5A

1. Purpose. This instruction establishes policy and provides guidelines for the Hotline Program at Naval Air Station Oceana.

2. Cancellation. NASOCEANAINST 5300.3. Due to numerous revisions, paragraph markings have been omitted.

3. Background. The Hotline is designed to strengthen and focus efforts to combat fraud and mismanagement throughout the Department of Defense (DoD). Establishment of the Hotline Program at DoD and local command levels has proven to be a positive and productive element in detecting and preventing fraud, waste and abuse. Reference (a) establishes policy and reporting requirements for effective management and elimination of fraud, waste and inefficiency.

4. Definition

a. Fraud. The intentional wrongful obtaining of either money or some other benefit from government programs.

b. Waste. The incurring of unnecessary costs as a result of inefficient or ineffective practices, systems or controls.

c. Abuse. Administrative violations of department, agency or program regulations which impair the effective and efficient execution of programs.

5. Responsibilities

a. The Supervisor of Command Evaluation (Code 00C) shall:

(1) Administer the Hotline Program.

(2) Act as the focal point for Hotline calls and correspondence received from all internal and external sources.

(3) Maintain control logs and tickler files to ensure all Hotline allegations receive prompt, objective, professional and responsive review.

(4) Ensure confidentiality of the information. At a minimum, all documentation shall be marked "For Official Use Only" and receive restricted handling in the administrative process.

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(5) Forward all allegations to the Commanding Officer promptly for directed action.

(6) Retain all reports and results of Hotline investigations.

(7) Periodically advertise Hotline Programs, mailing addresses, telephone numbers and points of contact in official publications and other appropriate media to report allegations of fraud, waste and abuse.

b. Administrative Officer shall: Ensure all Hotline allegations received via mail receive restricted handling and are hand delivered to Code 00C promptly upon receipt.

c. Department Heads, Officers-in-Charge and Special Assistants shall:

(1) Give total support to the Hotline Program as a viable internal control mechanism to deter fraud, waste and abuse.

(2) Respond to all allegation in an open, positive and forthright manner.

(3) Allow investigating officials unrestricted access to interview personnel or review pertinent files containing documentation procedures, memoranda or other correspondence.

(4) Ensure adequate controls are in use to deter or prevent actions of fraud, waste and abuse.


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Distribution:
NASOCEANAINST 5216.1Q
List I (Case A) and III